

Opening Date: August 22, 2014
Closing Date: Open Until Filled
Work Location: Austin, TX
Posting Number: 14-90
Monthly Salary: \$4,750
Group/Class: B19/0517
Travel: 5%
Division: WSI- Water Use, Projections, & Planning
Number of Positions: 1
Position Number:

JOB VACANCY NOTICE

Planner II (SWIFT Analyst)

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644, or via email
HR@twdb.texas.gov. Refer to Human Resources (512) 475-2142
Equal Opportunity Employer*

Job Description

Provides technical and administrative support to the State Water Implementation Fund for Texas (SWIFT) prioritization and loan process associated with regional and state water planning programs and to the HB4 Stakeholder Committee. Work involves: working with HB4 Stakeholder Committee members; coordinating and tracking activities related to project prioritizations; ensuring conformance with requirements and program schedule; performing technical reviews of financial assistance requests; analyzing data from the regional and state water plans; providing support to other division program areas including review of regional water plans and preparation of State Water Plan for Texas and water use survey and infrastructure needs surveys. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions

- Performs agency activities supporting the HB4 Prioritization Stakeholder Committee and associated processes.
- Analyzes state water plan data and historic water use data in evaluating financial assistance requests.
- Coordinates with other agency staff and takes action if necessary to maintain project schedules and standards.
- Assists in developing, documenting, and tracking prioritizations related to loan applications.
- Collects, organizes, reviews, and analyzes planning data and other information to inform internal SWIFT program policies and decisions.
- Drafts wide variety of documents including process documents, memos, presentations, and briefing materials.
- Collects, maintains, and analyzes data associated with water supply project implementation.
- Responds to internal and external stakeholder requests.
- Assists in the development and review of regional and state water plans.
- Assists with other program areas and performs special projects and related tasks as assigned.
- Manages contracts including research studies.
- May plan and/or supervise the work of others.

Minimum Qualifications

- Graduation from an accredited four-year college with a bachelor's degree in Planning, Geography, Economics, Engineering, Public Administration, or related areas.
- A minimum of three years of related professional experience.

Preferred Qualifications

- Master's degree.
- Knowledge of local, state, and federal laws related state and regional water planning.
- Experience in planning, writing, and research work.
- Knowledge of relational databases (SQL).
- Experience with geographic information system (Arc/GIS) and spatial analysis.
- Knowledge of demographics and statistics.

Knowledge, Skills, and Abilities

- Excellent skills in managing multiple competing tasks and priorities.
- Excellent organizational, interpersonal, and oral and written communication skills.
- Ability to exercise sound judgment in making decisions.
- Skill with computer software and programs including Microsoft Access, Excel, and Word.
- Ability to work independently or in a team environment as needed.
- Knowledge of principles and methods of long-term planning.
- Skill in data management and project management.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/29/14



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

Job Vacancy Notice (cont.)

Posting number: 14-90

- Knowledge of government organization and administration; and of principles, objectives, and procedures.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.